



COASTAL CAROLINA UNIVERSITY

Record Group Number: 355

OFFICE OF UNIVERSITY COUNSEL
AND HUMAN RESOURCES AND EQUAL
OPPORTUNITY

18675 EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC)/SOUTH
CAROLINA HUMAN AFFAIRS COMMISSION (SCHAC) FILES

Description

Created by the Office of University Counsel and Human Resources and Equal Opportunity to document employee allegations of civil rights violations and to maintain for reference purposes. Consists of records pertaining to employee discrimination complaints, investigations, and agency's requirements. Files include complaints, investigative materials, responses, personnel information as needed or requested, relevant Commission findings and decisions, "Right to Sue" notices, court decisions, and related correspondence.

Retention

Records of Individuals No Longer Employed: 7 years from date of resolution, destroy.

Records of Individuals Still Employed: Upon separation of employee, destroy.

SCHEDULE APPROVED 03/20/23